St. John's College Santa Fe Public Safety

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Message from the Director of Public Safety

I am pleased to present the 2019 Annual Safety and Security Report, covering all statistics for calendar year 2018.

The St. John’s Santa Fe campus is a great place to live, work, and learn. We enjoy a magnificent location that is geographically and culturally diverse.

Our St. John’s public safety team is committed to providing a safe learning and working environment for every member of this community. The safety and well-being of all is this team’s highest priority and my primary focus, so our dedicated and experienced staff is available to assist this community 24 hours a day, seven days a week.

We work hard to employ a community policing model, meaning that safety on our campus is an effort that involves everyone. We value effective communication, exercise of good judgment, and the use of a few common-sense crime prevention and safety measures to offer a safe and secure community environment.
Cooperation and communication are at the core of the St. John’s public approach to public safety and are key to the success of this team’s mission. We invite members of the community to share their thoughts and ideas for improvement at any time. Community input is a critical element for continuous advancement of our shared safety and security goals.

Our departmental webpages at sjc.edu are designed to inform the St. John’s community of public safety services SJC provides and to encourage safer behaviors in line with this community’s ethos. On those pages are links to join our E2 Campus alert system that uses mobile technology to send and receive alerts via SMS/text, email, and webpage.

We encourage all members of our community to make considered and responsible choices, discourage careless behavior wherever prudent, and promptly report any suspicious activity.

Thank you,

Frank Loera
Director of Public Safety
Office of Public Safety

The Office of Public Safety is dedicated to providing quality public safety services to the college community in support of the college’s academic mission. Every encounter between a St. John’s community member and an SJC public safety officer is an educational opportunity. The department is committed to building collaborative partnerships for the betterment of the entire community.

The department is located in Peterson Student Center at the Switchboard. The Director of Public Safety office is open daily from 9:00 a.m. – 4:30 p.m., and he is on-call 24/7. At all other times, the Switchboard on the first floor of Peterson is open and functions as dispatch. Campus public safety personnel are on duty 7 days a week, 24 hours per day.

Campus public safety officers are employees of the college and are a combination of unarmed guards and non-lethal armed guards, in accordance with the State of New Mexico NMSA 61-27B and college authority. Our personnel are representatives of the college with specific responsibilities for safety, public safety and traffic control enforcement. Officers patrol on foot, bicycle, and by vehicle 24 hours per day throughout the year. Additional patrol personnel are provided during times of increased activity on campus.
Emergency Calls

CONTACTING PUBLIC SAFETY

EMERGENCY: 505-984-6000 or 0
Non-Emergency: 505-984-6125 or safetysecurity@sjc.edu
Anonymous reporting by voice mail: 505-984-6125
e-concern reporting form: sjc.edu/student-life/santa-fe/public-safety/concern-form

Annual Security and Fire Safety Report

This Annual Security and Fire Safety report is prepared to fulfill the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Statistics Act. The St John's College Director of Public Safety is responsible for preparing and distributing the report. The Director works with the Executive Director of Campus Health and Wellness and other personnel as appropriate, and with outside agencies to gather and report information required by the Jeanne Clery Act. St. John's College's Annual Security Report includes statistics for the previous three years concerning crimes that occurred on campus, in certain off campus buildings or property owned or controlled by St. John's College and on public property within, or immediately adjacent to and accessible from, the campus. The report also contains summaries of St. John’s safety and security policies as well as fire safety policies, practices, and statistics. The report contains summaries of the college’s prevention and awareness programs related to sexual misconduct, harassment, and alcohol and drugs.

The college reports crimes that occur “any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to the area identified in paragraph one that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes.” St. John's College is located at 1160 Camino Cruz Blanca, Santa Fe, NM 87505. The college is bounded by the Santa Fe National Forest, to the east.

This report is available on the website:

sjc.edu/student-life/santa-fe/public-safety

Notification of this report residing on the website is provided to all members of the community and to prospective students on request. Hard copies are available from the Director of Public Safety.
Campus Public Safety Policies and Procedures

Reporting Emergencies, Crimes and Policy Violations

Despite public safety’s best efforts, crimes and policy violations do occur at St. John’s College. SJC public safety is ready to respond to most situations on campus and will coordinate with local law enforcement agencies to ensure that the proper resources are available in all emergencies.

Emergencies should be reported to public safety at x 0 or at 505-984-6000, or dial 911 for outside emergency response.

Note: Persons who dial 911 on a campus phone will be directly connected to the city of Santa Fe Emergency Medical Services (EMS).

All members of the campus community are strongly encouraged to promptly and accurately report any suspicious behavior or activity, crime, acts of violence against themselves or another, or any circumstances that require attention. These reports should be made to public safety so they can be assessed for issuance of a timely warning notice to the community about unsafe conditions or activities. A timely warning notice will be issued if there is a serious or continuing threat to the campus. Members of St. John’s community should report crimes to any member of the SJC public safety department, the Executive Director of Campus Health and Wellness, or any available Campus Security Authority (CSA).

It is important to remember that if a situation is or may be life threatening, such as a fire or serious medical emergency, community members should immediately dial 911 and report the situation personally. In these situations, please alert the switchboard dispatcher as soon as possible.

Additional Resources

Senior Resident on Call (dispatched through SJC switchboard x0 or 505-984-6000) A senior resident from the student life department is on call 24 hours each day, and will be informed of all serious on-campus situations involving students. Senior residents may respond to emergency situations independently or accompanying public safety officers.

EMS (dispatched through SJC switchboard x 0 or by local 911)

Santa Fe Police Department (505-428-3710 for non-emergency)

Informational questions about local laws or reports of civil crimes can be directed to the Santa Fe Police Department (SFPD) by telephone. SFPD may respond to a campus call without informing SJC public safety. Also, public safety officers may request additional support from SFPD for any incident at any time.
Confidential Reporting of Crimes and Policy Violations

Voluntary, confidential and anonymous reports of crimes for inclusion in the college’s annual disclosure of crime statistics may be made to the Director of Public Safety. All criminal reports will be investigated. For certain crimes, such as sexual misconduct, the college may be required to investigate the crime even if confidentiality is requested. Anonymous reports may be made by phone or using the form located on the website listed below:

sjc.edu/student-life/santa-fe/public-safety/concern-form

Campus Security Authorities (CSA)

Campus officials that have a significant responsibility for student and campus activities are considered to be Campus Security Authorities as defined by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998. The following list is comprised of those who are designated CSA’s at St. John’s for the purposes of Clery:

- Director of Public Safety, 505-984-6125, frank.loera@sjc.edu
- Director of Student Life, 505-984-6052, cesar.cervantes@sjc.edu
- Resident Assistants, accessible through housing office at 505-984-6925
- Senior Residents, dispatched through switchboard at 505-984-6000
- Executive Director of Campus Health and Wellness, 505-984-6128, christine.guevara@sjc.edu
- Campus Public Safety and Switchboard, 0 from any on-campus phone, or 505-984-6000

Professional Counselors

Campus “Professional Counselors,” when acting as such, are not considered to be campus public safety authorities and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntarily basis for inclusion in the annual crime statistics. A professional counselor is an employee of the college, or someone under contract, whose official responsibilities include providing psychological counseling to members of the college community and who is functioning within the scope of his or her license or certification.
Campus Public Safety and the Santa Fe Police Department
The policy of St. John’s College public safety is to provide an environment conducive to its educational mission; thus any conduct that is prohibited by state, federal, or local law is subject to discipline under the provisions of St. John’s College policies, as appropriate. The college monitors and reports when appropriate, to area law enforcement agencies any illegal conduct of students, faculty, or staff on college premises or off-campus locations. In addition, college officials may refer any evidence of illegal activities to the proper local, state, or federal authorities for review and potential prosecution.

The director of public safety also requests crime statistics from the Santa Fe Police Department for those properties within the Clery geography. The college has a close working relationship with the Santa Fe Police Department.

Monitoring and Recording On-Campus and Off-Campus Crimes
SJC public safety is primarily concerned with the safety of our campus community, and is on patrol 24/7 to that end. In addition, local law enforcement agencies regularly notify SJC public safety of off-campus crimes that involve members of St. John’s community, particularly those involving students engaged at off-campus locations which includes off-campus housing. The public safety department’s role in off-campus investigations is limited, but information is often shared and cooperative work regularly takes place. The St. John’s College Student Handbook and policies prohibit violations of local, state, and federal laws; the college may take disciplinary action, independent of civil authorities, for activities that take place off-campus when the interests of the college are adversely affected.

SJC public safety will contact Santa Fe police in all cases where an arrest or professional medical attention may be warranted.

Daily Crime and Fire Logs
SJC public safety maintains a daily crime log in electronic form, which is available for display to the public. The crime log is maintained at the Director of Public Safety office and is normally available during business hours. Reports of fire are also maintained in the daily fire log.
Promoting a Safe Campus—A Community Effort

Crime Prevention Education and Awareness
The crime prevention strategies on the campus are rooted in the idea that good communication and collaboration among members of the community is key to preventing crime. The public safety staff is accessible to and respectful of members of the community, and dedicated to the mission of protecting the students and the wider community. Students are also encouraged to report incidents to public safety and to do so before situations become problematic. The college is always evaluating its public safety measures and working to assure that they are effective. For example, the college has supplemented its existing safety tools with an anonymous web site notification. The website provides community members with another way to report incidents. Training in self-defense and workplace violence mitigation are conducted for incoming RA’s and again or any interested campus community member.

Students are educated about public safety at freshman orientation and through resident assistants, senior residents, and the Executive Director of Campus Health and Wellness office. Public safety also works closely with senior residents and resident assistants on crime prevention and response throughout the year and is available to them 24/7. This information is also available in non-residential settings and available to any member of the community.

24-Hour Campus Courtesy Phones
Several call box telephones are installed across campus and are indicated with signage and/or yellow boxes. These phones are directly connected to the switchboard, are available 24/7 and are free to use. Community members are strongly encouraged to utilize these phones anytime they feel uncomfortable in a situation or require immediate assistance from public safety. They can be found at Chamisa Building, in the "France" visitor parking lot, and on the outside of the Student Activity Center (SAC).
**Escorts**
SJC public safety will escort any student from one campus location to another at any time. These escorts may be activated by calling Switchboard/dispatch at 0, and may be given in a SJC public safety vehicle or on foot by SJC public safety officers.

**Building Security**
Access to campus administrative and academic buildings and grounds is available during normal business hours to students, faculty members, staff members, and guests. With the exception of the residence halls, which are locked at all times, most campus facilities are open when classes are in session, or by special request coordinated with public safety. When class is not in session or when the campus is officially closed, all buildings are secured and only faculty, staff and students with proper authorization are allowed access. The general public may attend cultural and recreational events on campus; however, their access may be limited to the facility in which the event is being held. Public safety officers conduct routine public safety patrols of academic and administrative buildings to monitor activity. Authorization for use of the campus grounds for assembly purposes must be obtained in advance from the Executive Director of Campus Health and Wellness Office or the Office of Conference Services. Residence halls are locked at all times and access is restricted to students and their authorized guests.

Resident Assistants routinely monitor safety and public safety concerns inside residence halls and, if necessary, report public safety concerns to SJC public safety.

**Building Check and Maintenance of Campus Facilities**
St. John’s College is maintained in a manner that minimizes hazardous conditions. Prior to securing a building at night, SJC public safety officers will visually inspect its exterior, making note of any damage. Officers will also conduct an interior walk-through of all buildings in their entirety, ensuring that doors are secured, that fire safety equipment is present and that there is not apparent safety, fire or health hazards.

All hazards and physical problems are referred to the buildings and grounds department (B&G) for action during the next business day. B&G personnel can be called in after hours to address serious situations by calling Switchboard / dispatch at x0.

**Lockouts**
Students are strongly encouraged to lock dorm rooms at all times. If a student is accidentally locked out of their room, SJC public safety personnel will grant them admittance after checking their official room assignment and photo identification. Students who lose their room keys should report the loss to the housing office (ext. 6925) so that their locks can be changed.

**Personal Safety**
- **Stay alert:** Use common sense and do not place yourself in a location or situation where you might become a victim of crime.

- **Personal Whistle Safety Program:** The public safety office has personal safety whistles available. These whistles signal your need for help, frighten away someone who means you harm, or alert those nearby to call the police or a public safety officer.
• **Report criminal activities or emergency situations**: For police, fire or medical emergencies, you should contact Public Safety (ext. 0 or 505-984-6000), or call 911 if on or off campus. You may also use any of the emergency phones throughout the campus. The campus community is encouraged to report all crimes and safety-related incidents to public safety as quickly as possible.

• **If you become aware of a crime, observe a suspicious person or situation, or are a victim yourself, promptly report it to the Office of Public Safety**. Timely reports increase the likelihood that critical evidence will be obtained, stolen property will be recovered and the offender will be successfully prosecuted. This is especially important in cases involving sex offenses. The college will assist any student who wishes to report a crime to the Santa Fe Police, or to contact college therapists or area victim support services.

• **Avoid walking alone at night**. Make arrangements to walk in groups. If you must travel alone at night, stay on well-lit paths and sidewalks. You may also call Public Safety and request an escort by calling ext. 0 or 505-984-6000.

• **Keep your room door locked at all times**. The vast majority of thefts occur from unlocked rooms when the occupant is gone only briefly.

• **Do not prop open exterior doors and close any doors you find propped open**. Propped doors greatly increase chances that you or someone else in your dorm may be victimized. Do not open doors to someone you do not know.

• **DO NOT lend your key or key card to anyone**. This endangers you and others in your dormitory and is cause for disciplinary action. Report a lost or stolen key to the Office of Public Safety.

• **Report obscene, annoying or harassing phone calls or e-mail messages immediately**. Please save the offending messages, if possible.

• **Report all public safety-related maintenance problems**. Locks, doors, windows, exterior lights in need of replacement, shrubbery in need of trimming or other unsafe conditions should be reported immediately to the Building and Grounds office. You can contact the college switchboard (ext. 0) to request a work order. Students can also notify their RAs, and faculty and staff members can register for an account with the web-based maintenance portal to enter work order requests.

• **Identify your valuables using OPERATION ID**. Students may use an engraver, available through Public Safety, to mark and identify valuable personal articles as a precaution against theft.

• **Park your car in well-lit area and keep it locked**. Lock all valuables in your trunk.

• **Register your bicycle with the Office of Public Safety**. They will issue a registration sticker to affix to your bicycle to deter theft and aid in recovery if it is stolen. Public Safety strongly recommends a U-style lock.
• Be aware of crimes at or around St. John's College. Additional information on campus crime is available from the Office of Public Safety. Bulletins are issued through the Communications office when the circumstances warrant informing the community of important crime related information.

Telephone ext. 0 or 505-984-6000 for any emergency.

Crime Awareness and Campus Safety and Security Act Crime Definitions

Clery Act Crime UCR Definitions

Definitions used by the United States Office of Education come from the FBI’s Uniform Crime Reports (UCRs).

Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, personal property, etc.

Criminal Homicide - Murder and Non-Negligent Manslaughter: The willful (non- negligent) killing of one human being by another.

Criminal Homicide – Manslaughter by Negligence: The killing of another person through gross negligence.

Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force, violence, and/or causing the victim fear.

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. Classify as motor vehicle theft all cases where persons not having lawful access even though the vehicles are later abandoned. Includes joyriding.

Larceny-Theft (Except Motor Vehicle Theft): The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.
**Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

**Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

**Destruction/Damage/Vandalism of Property:** To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

**Hate/Bias Crimes:** Any crime (or any other crimes involving injury to any person) where the victim was intentionally selected because of his/her actual or perceived race, gender, gender identity, religion, sexual orientation, ethnicity or disability. All such crimes should be reported to Office of Public Safety.

**Sex Offense Definitions**

**Sexual assault:** Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

**Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

**Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.

**Dating Violence:** Dating violence means an act of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

**Domestic Violence:** Domestic violence refers to felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person who shares a child with the victim, or by a person who is or formerly has cohabitated with the victim as a spouse.

**Stalking:** Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.

**Drug, Liquor & Weapons Violations**

**Liquor Law Violations:** The violation of State or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.
**Drug Abuse Violations:** The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of State and local laws, specifically those relating to the unlawful possession, sale, use growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

**Weapon Law Violations:** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

**Location Definitions**

**On-Campus** refers to any building or property owned or controlled by an institution within the same reasonable contiguous geographic area and used by the institution in direct support of or in a manner related to the institution’s educational purposes, including residence halls. Any building or property that is within that area owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes, such as a retail vendor.

**Non-Campus Building or Property** refers to any building or property owned or controlled by a student organization that is officially recognized by the institution that is used in direct support of the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographical area of the institution. No such buildings are owned by the college.

**Public Property** refers to all public property, including streets, thoroughfares, sidewalks, and parking facilities, not part of the institution.
Sexual Misconduct/Harassment Policies, Procedures, and Prevention and Sex Offenses

Sexual Misconduct and Harassment Education and Training

St. John’s College educates its student community about sexual assault, harassment, domestic violence, dating violence, coercion and stalking. Our programs provide the following information: definitions of sexual misconduct, (including sexual assault, domestic violence, dating violence, coercion and stalking) and harassment, a definition of sexual consent, a description of safe and positive options for bystander intervention, information on risk reduction, and information about St. John’s policies, procedures, support, and resources.

Primary prevention and awareness training is designed to prevent sexual misconduct before it occurs and to foster students’ efforts to have healthy, respectful, and positive relationships. It provides them with bystander intervention strategies and encourages them to reflect on their own and other’s behaviors and to step up to intervene. Such training also fosters reflection on the nature of consent. These trainings are conducted in person at mandatory freshman orientation, at class meetings for all upperclassmen, and through written materials. Bystander intervention and risk reduction programs/training are done at freshman orientation, and via numerous peer-to-peer outreach activities sponsored by student groups.

The college policies and procedures are promulgated in person and through written materials in hard copy distributed to all students, sent via email, posted in dormitories and in the Student Health Office and posted on the website. Resident assistants have been trained in bystander intervention and act as peer educators for other students.

College staff and faculty members who have specific responsibilities with respect to the Sexual Misconduct Policy receive additional training through in person education, online courses, and attendance of workshops and conferences.

Sexual Misconduct Policy and Procedures

St. John’s College does not tolerate sexual misconduct.

St. John’s Sexual Misconduct Policy

As an institution of higher education, St. John’s College (the College) is committed to providing programs, activities, and an educational environment that is free from sex-based discrimination. As a leader in liberal arts education, the College highly values the environment that results when students, faculty, and staff from different backgrounds come together to discuss the ideas and ideals that are the cornerstone of a St. John’s education.

The Sexual Misconduct Policy was designed to further the College’s goal of equity and inclusion and identifies resources that are available to students, faculty, and staff; defines the conduct that is prohibited under this Policy; and outlines the process by which the College will respond to reports of sexual misconduct. St. John’s College strives to be a community in which all members readily and safely report acts of Sexual Misconduct as defined in this Policy; it is our goal to remove all barriers to reporting.
**Sexual Misconduct Policy Statement**

This Policy prohibits Sexual Misconduct, including Sexual Assault, Sexual Harassment, Domestic Violence, Dating Violence, Sexual Coercion, Sexual Exploitation, and Stalking. It further prohibits Retaliation and Intimidation, as defined in Section V, below.

As a recipient of Federal funds, St. John’s College is required to comply with Title IX of the Education Amendments of 1972, relating to sexual harassment (including sexual violence, stalking, and domestic and dating violence), the Violence Against Women Reauthorization Act of 2013 (VAWA), and any applicable state laws. The College is committed not only to compliance with these mandates but to promoting a community that is in line with the values these civil rights laws envision.

**Applicability and Scope**

**Who (“Covered Individuals”) -** This policy applies generally to:

- All members of the College community including all students, faculty, staff, recognized groups, and Board members; and

- Third parties (i.e., visitors, independent contractors, and volunteers), where their conduct is directed toward or otherwise affects or may affect members of the College community.

**Where -** This policy applies to:

- Conduct that occurs on-campus (Annapolis or Santa Fe), including online or electronic conduct initiated or received on campus or through use of College computing or network resources;

- Conduct that occurs off campus, including online or electronic conduct, when the conduct:
  - occurs in the context of an employment or educational program or activity of the College;
  - has the effect of continuing adverse effects on campus, including adverse impact on any member of the College community or the College itself;
  - has continuing adverse effects in an off-campus employment or education program or activity;
  - causes concern for the safety or security of the College campuses; or
  - has, or may have, the effect of contributing to or continuing a hostile environment in a College program or activity.

**What -** This policy applies to all forms of prohibited conduct defined below, including, but not limited to, Sexual Assault, Sexual Harassment, Domestic Violence, Dating Violence, Sexual Coercion, Sexual Exploitation, and Stalking.
When - Reports of Sexual Misconduct may be made to the College at any time. The College encourages those who experience or witness the alleged act of Sexual Misconduct to report it immediately in order to maximize the College’s ability to respond and conduct a thorough investigation. Prompt reporting allows evidence to be preserved, witnesses to be interviewed, and any disciplinary/resolution process to move forward most effectively. The ability to investigate a report and take action against a Respondent becomes more limited as time goes on. Disciplinary action can generally only be taken against a Respondent as long as that person is enrolled, employed, or otherwise affiliated with the College. This does not preclude the College from taking administrative actions against Respondent’s who are unaffiliated with the College. Administrative actions may include, but are not limited to, barring an individual from College property or attending College-affiliated events.

The College also has a Non-Discrimination and Anti-Harassment Policy. That policy addresses discrimination and harassment that does not constitute Sexual Misconduct as defined in Section III of this Policy, and other forms of discrimination which are prohibited by the College, but are not violations of this Policy. If particular conduct would be prohibited by both this Policy and by the Non-Discrimination and Anti-Harassment Policy, this Policy controls.

The Title IX Coordinators on each campus are charged with the responsibility of coordinating the College’s efforts to comply with its obligations under Title IX, including addressing complaints of sexual misconduct, coordinating investigations, overseeing sanctioning, and providing appropriate interim measures for the community.

Inquiries about this Policy should be made to:

In Santa Fe
Christine Guevara
Executive Director, Campus Health and Wellness
christine.guevara@sjc.edu

In Annapolis
Danielle Lico
Executive Director, Campus Wellness
danielle.lico@sjc.edu

Definitions

A. Complainant is an individual who has standing to file a Formal Complaint under this policy. This generally refers to an individual who directly experienced a violation(s) of this policy.

B. Confidential resources/persons are those who are not required to convey a report of misconduct or harassment to a Title IX Coordinator. Completely confidential persons to whom reports can be made are the mental health counselors. Such reports will not be shared without the reporter’s explicit permission, except in extreme circumstances. Mostly confidential reporting persons include physicians, nurse practitioners, and other counselors. Mostly confidential reporting persons will keep reports as confidential as possible, but must share de-identified information with a Title IX Coordinator.

C. Consent is informed, freely and actively given speech or action that indicates willingness to participate in mutually agreed upon specific sexual contact. Consent must be given from the beginning to the end of each instance of sexual activity and for each type of sexual contact. Consent cannot be given by someone who is incapacitated, by alcohol or other drugs or for some other reason (for example, age or disability). Silence and/or lack of resistance on the part of the Complainant does not imply consent. A previous relationship or prior consent
does not imply consent to future sexual acts. Consent is not indefinite; it can be withdrawn at any time. Consent is not given if it results from the use of threat of physical force, deception, lying, intimidation, coercion, or any other factor that would eliminate an individual’s ability to choose whether or not to have sexual contact.

D. **Dating Violence** means an act of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the person who is subject to such behavior. The existence of such a relationship shall be determined based on all of the following: the Complainant’s statement, the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition:

1. Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
2. Dating Violence does not include acts covered under the definition of Domestic Violence.

E. **Domestic Violence** refers to felony or misdemeanor crimes of violence committed by a current or former spouse of the victim (or a person similarly situated to a spouse of the victim), by a person who shares a child with the victim, or by a person who is or formerly has cohabitated with the victim as a spouse. Domestic Violence also includes:

1. An offense that meets the definition of abuse as defined by the laws of the State of Maryland (Md. Code Ann., Fam. Law § 4-501, et seq.), as applicable.
2. An offense that meets the definition of assault or battery as defined by the laws of the State of New Mexico (N.M. Stat. Ann. § 30-3-12, et seq.), as applicable.

F. **Formal Complaint** refers to a written complaint that is submitted by the Complainant to a Title IX Coordinator or Deputy Title IX Coordinator, that articulates the following details:

1. A stated desire to move forward with an investigation into the incident as outlined in this policy;
2. Date(s) or approximate date(s) of the alleged incident(s);
3. Time(s) or approximate time(s) of the alleged incident(s);
4. Name(s) of the Respondent(s) involved in the alleged incident(s); and
5. Details of the alleged incident(s) sufficient to permit the Respondent(s) to prepare for an initial interview.

Formal complaints can also be initiated by the Title IX Coordinator.

G. **Incapacitation** is the inability, temporarily or permanently, to give consent because the individual is asleep, unconscious, losing or regaining consciousness, or is otherwise unable to make informed rational judgments and decisions.
Incapacitation may result from the use of alcohol and/or drugs (both legal and illegal) and is a state beyond drunkenness or intoxication. The impact of alcohol and drugs varies from person to person; however, warning signs that a person is incapacitated or approaching incapacitation may include acting confused or incoherent, slurred speech, vomiting, inability to perform personal tasks such as undressing, inexplicable sudden changes in emotion, and/or difficulty walking. Evaluating incapacitation requires an assessment of how the consumption of alcohol and/or drugs affects an individual’s decision-making ability, awareness of consequences, ability to make informed judgments, or capacity to appreciate the nature and the quality of the act.

When an investigator or panel is assessing incapacitation, they will look at the issue from the perspective of a Respondent and determine whether a Respondent should have been aware of the Complainant’s incapacitation based on objectively and reasonably apparent indications of impairment when viewed from the perspective of a sober, reasonable person in the Respondent’s position.

H. Interim Measures are designated to stop and prevent the recurrence of Sexual Misconduct and protect the educational and living environment for the Complainant and the Respondent pending the outcome of the procedures under this policy. In all complaints of Sexual Misconduct whether the Complainant files a Formal Complaint or asks that the complaint remain confidential, the College may implement reasonable interim measures.

The range of interim measures include, but are not limited to, the imposition of a no-contact order instructing the parties to not contact one another; change in work schedule or job assignment; restrictions in access to the College facilities, including but not limited to the Dining Hall or Residence Halls; change in housing; change in class schedule; restrictions on co-curricular activities; interim suspension; or any other remedy which can be tailored to the involved individuals.

I. Intimidation is any act to deter an individual from making a report of an alleged violation of this Policy or participating in an investigation or related proceeding under this Policy by imposing fear through threats of physical or emotional harm to anyone.

J. Managing Coordinator is the person who is assigned to manage the administrative aspects of a complaint. While the Managing Coordinator will usually be a Deputy Title IX Coordinator, the College reserves the right to appoint others, including persons external to the College, to serve in this capacity.

K. Recognized Organization is any student organization, club, intermural sports team, or other group of students organized in a formal and/or identifiable way.

L. Reporting Party is an individual(s) making a report that this Policy has been violated. The Reporting Party and the Complainant may or may not be the same individual(s). The report of an engaged bystander can provide critical direction for the investigation of misconduct, even when the misconduct was not directed at the Reporting Party.

M. Respondent is an individual(s) or recognized organization(s) accused of violating this Policy.
N. **Responsible Employee** is any person employed by the College who is required to report an act of Sexual Misconduct or Sexual Harassment to a Title IX Coordinator or Deputy Title IX Coordinator. All employees are “Responsible Employees” except those specifically identified and defined in this Policy as Confidential Resources/Persons. Responsible Employees include senior residents and certain students employed by the College, such as resident assistants (RA’s).

O. **Retaliation** is any act or attempted act to seek retribution against anyone who has reported an alleged violation of this Policy or against anyone who has participated in an investigation or related proceeding under this Policy. Prohibited retaliatory acts include, but are not limited to, intimidation, threats, coercion, and discrimination.

P. **Sexual Assault** is actual or attempted physical sexual contact with another person without that person’s consent. Sexual Assault specifically includes:

1. An offense that meets the definition of rape, fondling, incest, or statutory rape as defined by the FBI’s Uniform Crime Reporting Program.
   - **Rape:** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
   - **Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of age and/or because of temporary or permanent mental incapacity.
   - **Incest:** Non forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
   - **Statutory Rape:** Non forcible sexual intercourse with a person who is under the statutory age of consent.

2. An offense that meets the definition of rape or sexual offenses, as defined by the laws of the State of Maryland (Md. Code Ann., Crim. Law § 3-303, et seq.), as applicable.

3. An offense that meets the definition of rape, aggravated rape, or criminal sexual contact as defined by the laws of the State of New Mexico (N.M. Stat. Ann. § 30-9-11, et seq.), as applicable.

Q. **Sexual Coercion** is unreasonable or oppressive speech or action used to pressure someone to engage in unwanted sexual activity (e.g., using inappropriate pressure, threats of a non-violent nature [for example, the release of sensitive or private information], manipulation, or exploiting a real or perceived power or authority over another). Sexual Coercion can be differentiated from seduction by a repetition of the coercive activity in the face of resistance, the degree of pressure applied, or the initiator’s knowledge that the pressure is unwanted.
R. **Sexual Exploitation** occurs when a person takes non-consensual or abusive sexual advantage of another for the individual’s own advantage or benefit, or to the benefit or advantage of anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other Sexual Misconduct offenses. Examples of Sexual Exploitation include, but are not limited to: non-consensual observation or recording of individuals who are undressed or engaging in sexual acts; prostituting another person; knowingly transmitting a STI, STD, or HIV to another; and administering or providing alcohol and/or drugs for the purpose of impairing a person.

S. **Sexual Harassment** is unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, graphic, or physical conduct of a sexual nature when:

1. Submission to or rejection of such conduct is made either explicitly or implicitly a condition of an individual’s employment or academic standing or is used as the basis for employment decisions or for academic evaluation, grades, or advancement (quid pro quo); or

2. Such conduct creates a hostile environment.

A hostile environment is created when unwelcome verbal or physical conduct of a sexual nature (i) is so severe, pervasive, and objectively offensive that it effectively denies a student’s ability to participate in or benefit from an education program or creates an abusive educational environment, or (ii) explicitly or implicitly affects an individual’s employment (including a student’s employment), unreasonably interferes with an individual’s work performance, or creates an abusive or offensive work environment.

T. **Stalking** means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress. Such conduct may include, but is not limited to, acts in which one directly or indirectly follows, monitors, observes, surveils, threatens, or communicates to or about a person in a way prohibited or interferes with a person’s property. A course of conduct consists of two or more acts. Stalking may be conducted through any method, device or means.


U. **Sexual Misconduct** includes sexual assault, sexual harassment, dating violence, domestic violence, sexual coercion, sexual exploitation, and stalking as defined herein.

**Prohibited Conduct**

Any conduct that is defined as Sexual Misconduct, Retaliation or Intimidation under this policy is considered prohibited conduct. Respondents who are alleged to have violated this policy will be charged with one or more of the following types of sexual misconduct:
A. Sexual Assault:
   i. Rape
   ii. Fondling
   iii. Incest
   iv. Statutory Rape
B. Sexual Harassment
C. Dating Violence
D. Domestic Violence
E. Sexual Coercion
F. Sexual Exploitation
G. Stalking
H. Other: Violation of Maryland State Law
I. Other: Violation of New Mexico State Law
J. Retaliation
K. Intimidation

Retaliation and Intimidation
The College prohibits Retaliation against or Intimidation of those who make or are the subject of a complaint or third-party report of Sexual Misconduct or who participate in the investigation or disciplinary/resolution process. However, if an investigation results in a finding that the Reporting Party or Complainant knowingly accused another falsely of an act of Sexual Misconduct, the Reporting Party will be subject to appropriate sanctions, which may include termination of employment or, in the case of students, dismissal from the College.

Consistent with Title IX, the College will take steps to prevent Retaliation and Intimidation, and will take strong responsive action if Retaliation or Intimidation occurs. Any Retaliation, Intimidation, or reprisal directed toward any party or witness as a result of their role in the investigation process is strictly prohibited, is itself a violation of this Policy, and should be reported immediately to a Title IX Coordinator or Deputy Title IX Coordinator.

Reporting Options
Any member of the College community who believes that they have witnessed, experienced, or are aware of conduct that constitutes a violation of this policy is encouraged to talk to somebody about what happened.

For any individual subject to or witness to Sexual Misconduct of any type, the first step is always the same: get to a safe place as soon as possible. If emergency assistance is required, call Public Safety or Local Emergency Services by dialing 911.
If you have been affected by a violation of this Policy, and wish to seek emergency medical treatment, the following medical centers are equipped with evidence collection kits and staff specially trained to conduct forensic examinations:

**Annapolis Campus**
Anne Arundel Medical Center  
2001 Medical Parkway  
Annapolis, MD  
443-481-1000

**Santa Fe Campus**
Christus St. Vincent Regional Medical Center  
455 St. Michaels Drive  
Santa Fe, NM  
505-913-3361

If any individual has been subject to or witnessed any type of Sexual Misconduct, the following options are available. Individuals may pursue some or all of these options simultaneously:

- Seek confidential support and counseling from staff in the Counseling Center (Annapolis) or Therapy Services (Santa Fe). An after-hours confidential resource can be accessed by calling Public Safety.
- Report the incident to or file a complaint with the College through a Title IX Coordinator or Deputy Title IX Coordinator listed in this policy. Reports can also be made to Public Safety.
- Notify law enforcement authorities and file a criminal complaint. Public Safety and/or a Title IX Coordinator or Deputy Title IX Coordinator are available to assist in this process.

**Confidential Resources/Persons**
A report to a confidential resource listed below is not considered a report to the College and will not result in an investigation or any remedial or disciplinary action. Confidential resources are available to support emotional and physical needs only.

The following resources are considered confidential for students:

**Annapolis Campus**
- Harrison Health Center, including Counseling Services, at x2553 from a campus phone or 410-626-2553
- Anne Arundel County sexual assault hot line at 410-222-7273
- Anne Arundel Medical Center at 443-481-1000

**Santa Fe Campus**
- Student Health Office at x6418 from a campus phone or 505-984-6418
- Therapy Services at x6419 from a campus phone or 505-984-6419; or at x6421 from a campus phone or 505-984-6421
- Solace Crisis Treatment Center at 505-986-9111
- Christus St. Vincent Regional Medical Center at 505-913-3361
The following resources are considered confidential for employees:

**Annapolis Campus**
- Employee Assistance Program offered by Business Health Services at 800-327-2251
- Anne Arundel County sexual assault hot line at 410-222-7273
- Anne Arundel Medical Center at 443-481-1000

**Santa Fe Campus**
Employee Assistance Program offered by The Solutions Group at 505-254-3555
- Solace Crisis Treatment Center at 505-986-9111
- Christus St. Vincent Regional Medical Center at 505-913-3361

**NOTE:** While the above confidential resources may maintain an individual’s confidentiality vis-à-vis the College, they may have reporting or other obligations under state law, such as mandatory reporting to the state in the case of abuse of minors; threat of imminent harm to self or others; or the requirement to testify if subpoenaed in a criminal case. At the beginning of any conversation, individuals may want to consider asking resources to describe their level of confidentiality.

**Reporting to the College**
Title IX Coordinators and Deputy Title IX Coordinators have been trained to receive and respond to alleged violations of this policy and Reporting Parties are encouraged to seek out these resources when making reports.

**Annapolis Campus**

**Title IX Coordinator:**
- Danielle Lico, Executive Director Campus Wellness
danielle.lico@sjc.edu
410-626-2530

**Deputy Title IX Coordinators**
- Lynn Hobbs, Director of Personnel
lynn.hobbs@sjc.edu
410-626-2504
- Taylor Waters, Director of Student Services
taylor.waters@sjc.edu
410-626-2512

**Santa Fe**

**Title IX Coordinator**
- Christine Guevara, Executive Director of Campus Health and Wellness
christine.guevara@sjc.edu
505-984-6128
Deputy Title IX Coordinators

- Cesar Cervantes, Director of Student Life
cesar.cervantes@sjc.edu
505-982-6052

- Aaron Young, Director of Human Resources
aaron.young@sjc.edu
505-984-6140

Reporting Parties can make reports of alleged violations of the Sexual Misconduct Policy to any Responsible Employee, as defined within this policy. All employees of the College, (including staff, administrators, faculty, and Resident Assistants) - with a few limited exceptions - are considered “Responsible Employees” under this policy and as a result are required to promptly report allegations of violations of this policy that they observe or learn about to a campus Title IX Coordinator or Deputy Title IX Coordinator. Although Responsible Employees are required to report conduct under this policy, they will otherwise maintain the privacy of the information related to the matter reported. Responsible Employees who knew about but did not report allegations of violations of this policy may be subject to disciplinary action.

Note, however, that Responsible Employees are not required to report information about violations of this policy learned through public awareness events such as “Take Back the Night” or other forums at which individuals disclose experiences with sexual violence or other violations of this policy.

Title IX Coordinators and Deputy Title IX Coordinators are the only people to whom Formal Complaints can be made.

Confidentiality

The College understands that Reporting Parties may report an incident but request confidentially. The College also understands that some Complainants may not wish to pursue an investigation or that they may wish to pursue an investigation in a more limited way due to confidentiality concerns. In such instances, the Title IX Coordinator will weigh the request against the College’s obligation to provide a safe, non-discriminatory environment for all students, employees, and others, including the Reporting Party.

In weighing a request for confidentiality or a request that no additional actions be taken by the College, the Title IX Coordinator will consider a number of different factors, including, but not limited to:

- The details of the reported incident;
- The age of the Complainant;
- Whether the incident involved physical violence or the use of a weapon; and
- If the report reveals a pattern of behavior at a specific location or by a Respondent.

Consideration of these factors could lead the College to investigate and, if appropriate, pursue action against the Respondent. If none of these factors indicates the need to initiate an immediate investigation, the College will likely respect the request for confidentiality. It is important to note that requests for confidentiality, if honored, may limit the College’s ability to respond to a report in a
meaningful way. If the College determines that it cannot maintain a Complainant’s confidentiality, the Complainant will be notified prior to an investigation.

**Anonymous Reports**
Anonymous reports of violation of the Policy may be made by calling the College’s Compliance Hotline administered by Lighthouse Services at 844-490-0002 (or for services in Spanish, 800-216-1288). Reports will be forwarded to a Title IX Coordinator or Deputy Title IX Coordinator on the appropriate campus.

Anonymous reports of violations of this Policy may be made to Public Safety on the Annapolis Campus via the LiveSafe app. Anonymous reports made through LiveSafe are received by a Title IX Coordinator or Deputy Title IX Coordinator.

It should be noted that the College’s ability to investigate or act upon anonymous reports may be limited.

**Required Disclosures**
As is required under the Clery Act and the 2013 Amendments to the Violence Against Women Act, the College is required to collect non-identifying statistical information about certain crimes, including any alleged Sexual Misconduct, Dating Violence, Domestic Violence, or Stalking, as required by state and federal law. These statistics are shared with Public Safety for inclusion in the Daily Crime Log and in the Annual Security Report.

The College is also required to issue timely warnings for reported incidents that pose a substantial threat of bodily harm or danger to members of the College community. These notifications will not contain any identifying information about the Reporting Party and/or Complainant.

Certain members of the College community are considered mandatory reporters under state law and, as such, are required to notify local authorities about suspected abuse of minors, including sexual abuse.

**Reporting to Law Enforcement**
The College encourages (but does not require) Complainants to pursue criminal action for incidents of Sexual Misconduct that may also be crimes under applicable law. The Title IX Coordinator or Deputy Title IX Coordinator will inform the Complainant of the possibility of bringing criminal charges. If the Complainant decides to proceed with a criminal charge, officials of the College will cooperate with the police investigation. At the request of the Complainant, College officials will also assist the Complainant in bringing the allegation to the proper law enforcement authorities.

It is important to emphasize that law enforcement’s decision to prosecute or not to prosecute a Respondent is not deterministic of whether a violation of this Policy has occurred; similarly, the outcome of any criminal prosecution is not deterministic of whether a violation has occurred.

Proceedings under this Policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

Regardless of whether a criminal complaint is filed, the College will pursue its own internal processes to address the alleged conduct, and it expects that all those involved will participate in the process. The fact that an individual (Complainant, Reporting Party, Respondent, and/or witnesses) refuses to participate in the College process does not mean that the disciplinary process will not take place if
the College deems it appropriate to move forward with that process. Similarly, a party’s withdraw/departure from the College does not necessarily mean that the process will end.

In criminal cases, the preservation of evidence is critical and should be done properly and promptly (as soon as possible, but typically within 5 days). In cases of rape or other forms of sexual assault, it is important not to shower, change clothes, or even brush one’s hair, as physical evidence may be lost. In cases of violence or physical abuse, it is important to document injuries, including by taking photographs.

**False Allegations**

Anyone who makes a report that is later found to have been intentionally false or made maliciously without regard for truth may be subject to disciplinary action under the College civility policy. Similarly, a person who is later proven to have intentionally given false information during the course of an investigative or disciplinary process may be subject to disciplinary action. This provision does not apply to reports made in good faith, even if the facts alleged in the report are not substantiated by an investigation. No complaint will be considered “false” solely because it cannot be corroborated.

**Amnesty**

The College encourages reporting and recognizes that a Reporting Party, Complainant, or witness who has been drinking or using drugs at the time of the incident may be hesitant to make a report or participate in an investigation because of potential consequences for their own conduct. Students who report alleged violation of the policy, either as a Reporting Party, Complainant, or a third-party witness, will not be subject to disciplinary action by the College for their own personal consumption of alcohol or drugs at or near the time of the incident. The College may initiate an educational discussion or pursue other educational remedies regarding alcohol or other drugs. Amnesty for a student who reports Sexual Misconduct may extend to other violations of the College’s policies and practices, provided that any such violations did not and do not place the health or safety of any other person at risk. Amnesty will not apply if someone is found to have possessed, used, provided, or administered alcohol or other drugs for the purpose of facilitating sexual assault or harm to others.

**Complaint Process and Investigation**

The purpose of this policy and the activities of the Title IX Coordinator and Deputy Title IX Coordinators is to stop, remediate the effects of, and prevent the recurrence of Sexual Misconduct, as defined within this policy. All complaints and investigations will be handled in a prompt, thorough and impartial manner. Additionally, Complainants and Respondents are entitled to treatment with dignity, respect, and sensitivity by the College during all phases of the Complaint Process and Investigation.

A. **Complaint Intake** – Following receipt of notice of a violation or of a complaint, the Title IX Coordinator or Deputy Title IX Coordinator will contact the Reporting Party and Complainant, if not the Reporting Party, and provide information regarding rights, options, and how to get immediate confidential help.

An initial determination is made by a Title IX Coordinator or Deputy Title IX Coordinator as to whether a policy violation may have occurred or whether Informal Resolution might be appropriate. If the complaint does not appear to allege a policy violation, or if Informal Resolution is agreed to by the involved parties and appears appropriate given the nature of the alleged behavior, then the complaint does not generally proceed to full investigation. A
full investigation will almost always be pursued if there is evidence of a pattern of misconduct or a perceived threat of further harm to the community or any of its members.

A Title IX Coordinator or Deputy Title IX Coordinator will meet with the Complainant for an initial intake meeting. At this meeting, the Coordinator will provide the Complainant with an understanding of the Sexual Misconduct reporting and investigation process, the resources available, and answer any questions. The intake meeting may also involve a discussion of any accommodations/interim measures that may be appropriate. The Complainant will be notified about their right to have an advisor of their choice present at this meeting.

B. **Filing a Formal Complaint** – In order for the College to move forward, the Complainant is required to file a Formal Complaint with the Title IX Coordinator or a Deputy Title IX Coordinator. The Formal Complaint is required to include, at minimum, the following information:

- A stated desire to move forward with an investigation into the incident as outlined in this policy;
- Date(s) or approximate date(s) of the alleged incident(s);
- Time(s) or approximate time(s) of the alleged incident(s);
- Name(s) of the Respondent(s) involved in the alleged incident(s); and
- Details of the alleged incident(s) sufficient to permit the Respondent(s) to prepare for an initial interview.

Formal Complaints may be initiated by the Title IX Coordinator in instances where there is information presented to the College that identify the same Respondent in more than one incident or if the information presented constitutes an ongoing risk to the College community. The Title IX Coordinator is required by federal law to initiate a Formal Complaint in these instances without regard to the wishes of the complaining party(ies).

C. **Decline to File a Formal Complaint or Requests Confidentiality** – If the Complainant does not wish to pursue a Formal Complaint and/or requests the complaint remain confidential, the College’s ability to respond may be limited. The College reserves the right to issue a no contact order and take other reasonably necessary measures, including interim measures, to ensure the safety of the Complainant or others. If the College determines that it cannot maintain a Complainant’s confidentiality, the Complainant will be notified prior to an investigation.

D. **Decision to Not Move a Formal Complaint Forward for Investigation** – If the Title IX Coordinator concludes that the incident outlined in the Formal Complaint, even if having occurred as outlined, would not be a violation of the Policy, the matter will not be referred for investigation and the Complainant will be notified in writing of this decision.

The Complainant will have five (5) business days from notification that the complaint will not move forward to an investigation to submit a written appeal to the Title IX Coordinator. If the Title IX Coordinator does not receive an appeal, the matter will be closed. If the Title IX Coordinator receives a timely appeal, the appeal will be shared with the Appeal Officer.
For cases on the Santa Fe Campus, the person reading the appeal (Appeal Officer) will be the Director of Personnel on the Annapolis Campus. For cases on the Annapolis Campus, the Appeal Officer will be the Director of Human Resources on the Santa Fe Campus. The Complainant will not meet with the Appeal Officer and should not communicate with them directly. The appeals process is conducted in writing through the Title IX Coordinator. The Appeal Officer will evaluate the appeal based on the Formal Complaint and any additional information submitted by the Complainant during the appeal process. The Appeal Officer may uphold the decision of the Title IX Coordinator or refer the matter for investigation.

E. **Notification of Investigation/Charge Letter** – Once the Title IX Coordinator or Deputy Title IX Coordinator receives the Formal Complaint, a Managing Coordinator will be assigned. The Managing Coordinator will send the Respondent a Notification of Investigation/Charge Letter that contains, at minimum, the following information:

- Date(s) or approximate date(s) of the alleged incident(s);
- Time(s) or approximate time(s) of the alleged incident(s);
- Name(s) of the Respondent(s) involved in the alleged incident(s);
- Details of the alleged incident(s) sufficient to permit the Respondent(s) to prepare for an investigation;
- Alleged conduct violation(s);
- Range of potential sanctions;
- A copy of the Formal Complaint; and
- Names of the investigator(s) assigned to the complaint.

The Managing Coordinator will notify the Respondent of their right to have a support advisor of their choosing present with them at this meeting.

The Complainant will also be provided with a copy of the Notification of Investigation/Charge Letter.

F. **Informal Resolution** – Based upon the information presented by the parties, the Managing Coordinator will review the possibility of an Informal Resolution. An Informal Resolution will only be presented if:

- The Complainant requests an informal mechanism;
- The Complainant, Respondent, and Title IX Coordinator, on behalf of the College, agree to an Informal Resolution;
- The alleged misconduct does not involve Sexual Assault or Sexual Coercion.
Should an Informal Resolution be agreeable to both parties, the Title IX Coordinator will facilitate the process, and communicate with the parties. Either party may end the Informal Resolution process at any time and request an investigation.

G. Investigation –

Investigator
In cases where the Title IX Coordinator determines that a complaint appears to allege a policy violation and the Complainant wishes to pursue a formal complaint, or the Title IX Coordinator decides that the College, based on a potential policy violation, wishes to pursue a Formal Complaint, then the Title IX Coordinator appoints trained, impartial individual(s) to conduct the investigation. In the event that the Title IX Coordinator designates more than one investigator, both investigators will not necessarily attend every interview.

In certain circumstances, the Title IX Coordinator may appoint an investigator external to the College, who has been trained in investigations and made familiar with the St. John’s College Sexual Misconduct Policy. Any investigator may serve as a single investigator or as a co-investigator.

The investigation will be prompt, thorough, and impartial. The College will strive to complete all investigations within 45 business days; should an extension be required, the parties will be notified. Depending on the nature and severity of the complaint, and after an individualized assessment of each case, the College reserves the right to interimly suspend the Respondent and otherwise restrict their access to campus during the course of the investigation.

In all cases in which an interim suspension is imposed, the student will be given the opportunity to meet with the Assistant Dean and Title IX Coordinator or their designees prior to such suspension being imposed, or as soon thereafter as reasonably possible, to show cause why the suspension should not be implemented. The Assistant Dean and Title IX Coordinator or their designees has sole discretion to implement or stay an interim suspension and to determine its conditions and duration. Violation of an interim suspension under this policy is grounds for expulsion.

Communication and Confidentiality
The investigator is responsible for communications with the parties regarding the progress of the investigation. This includes the date, time, and location of each interview the party is required or permitted to attend. The investigator will also inform the parties of their right to have an advisor of their choice present at any meeting or other proceeding under this Policy.

The investigator is responsible for providing the parties with the opportunity to review any documentary evidence that may be used in determining the outcome of the investigation before such a determination is reached. Specifically, the investigator will provide each party with the opportunity to review written summaries of any witness interviews, including interviews of the other party. It is important to note that any character evidence, personally identifiable information, and/or information that is irrelevant to the complaint, including information that is not permitted by law, will be redacted.

Parties and witnesses are expected to maintain confidentiality regarding the proceedings under this Policy, provided that the parties may speak to advisors, confidantes, parents, counselors, and law enforcement authorities regarding the matter, and may speak to others
for the purposes of seeking, obtaining, or presenting evidence, or otherwise preparing for the meetings and proceedings described in this Policy.

The parties are reminded that, in addition to this Policy’s prohibition on Retaliation and Intimidation, the College’s civility policy remains in effect with respect to the parties’ dealings with one another, witnesses, and third parties related to the proceedings under this Policy. Any documentary evidence, witness summaries, or other documents reviewed by the parties must be kept confidential, and may be used only for the purposes of the proceedings under this Policy. Should either party, third-parties on their behalf, whether or not the party is aware of the action of the third-party, share, post, or otherwise disclose any of the documentary evidence, witness summaries, or other documents reviewed as part of the Complaint, other than as permitted under this Policy, additional disciplinary action may be taken by the College.

**Advisor of Choice**

The investigator will notify all parties that each is permitted, if they wish, to have a support advisor of their choice present at any meeting or other proceeding under this Policy. Advisors may be attorneys.

Meetings/proceedings will be scheduled not less than forty-eight (48) hours in advance. If a party intends to have an advisor present at a meeting/proceeding, the party must notify the investigator at least twenty-four (24) hours in advance of the meeting/proceeding of the identity of the advisor. Advisors serve in a supportive role, and are not permitted to participate actively in the meeting/proceeding, speak on behalf of the person being advised, or communicate with anyone other than the person being advised. The support advisor may not be a witness in the case. Advisors who fail to comply with these rules will be asked to leave and will not be permitted to attend future meetings/proceedings.

Parties initiating this Policy on the Annapolis Campus are encouraged to review Section XIV which outlines specific information about attorneys and advocates available within the State of Maryland.

**Evidence Collection**

The investigator will interview the parties, as well as all relevant witnesses, gather any relevant evidence (such as texts/emails, social media postings, surveillance video, photos), and consider all relevant evidence. The investigator retains discretion to determine how to conduct the investigation and what information is necessary and relevant. Although formal rules of evidence will not apply, the investigator will not consider character evidence, incidents not directly related to the possible violation unless they tend to show a pattern, past sexual history (except as provided below), or sexual character of either party, unless such information is determined to be highly relevant by the Title IX Coordinator. The investigation will be thorough, impartial, and fair, and all individuals will be treated with appropriate sensitivity and respect.

During the investigation, the parties will have an equal opportunity to share information and request that witnesses be interviewed. The parties will **not** be interviewed together or be required to meet. Either party may request in writing follow-up questions to be posed to any witnesses or the other party. These questions will ordinarily be asked of the witnesses or other party unless they are determined, in the investigators’ sole discretion, to be irrelevant,
redundant of questions previously asked, appear designed to abuse or intimidate the witness or other party, or otherwise inappropriate.

The investigator is a neutral fact-finder, who, during the course of the investigation, may gather information in multiple ways. The investigator may collect documents and other information and may also interview witnesses or other people with relevant information beyond those identified by the parties. The interviews are not required to be in-person.

The investigator may decline to gather information if:

- the request seeks information about the Complainant or Respondent’s past sexual history with anyone other than the other party except to:
  
  a. Prove the source of injury;

  b. Prove prior sexual misconduct;

  c. Support a claim that a student has an ulterior motive; or

  d. Impeach a student’s credibility after that student has put his or her own prior sexual conduct at issue.

- the request seeks information about either party’s mental health history, unless that party consents;

- the request seeks information that is unreasonably duplicative;

- the request is unlikely to yield relevant evidence;

- the request seeks information that the requesting party could obtain from another source with greater convenience or less burden;

- the request unreasonably invades the privacy interests of a party or witness or seeks information protected by federal or state law; or

- the burden of complying with the request is likely to substantially outweigh the benefit of the information as relevant evidence in the hearing.

At the conclusion of the investigation, or on an on-going basis as determined by the investigator, written summaries of any witness interviews, including interviews of the parties, will be drafted. Witnesses and the parties will be provided with the opportunity to review the written summary of their interview and request edits; edits will be made at the sole discretion of the interviewer.
Witness Statements and Summary of Evidence
The investigator will prepare Witness Statements and a draft “Summary of Evidence” that includes all of the evidence to be considered at the conclusion of an investigation, including, but not limited to, any documents and/or materials gathered during the investigation, statements by witnesses, and statements by the parties. The Parties will be provided with the opportunity to review all witness statements, including the statement of the other party, and send to the investigator questions to be posed in response. Generally parties will be given three (3) days to review and respond to witness statements.

Parties may be provided with witness statements throughout the course of the investigation or after all of the witnesses have been interviewed. In cases where the parties are provided with all of the witness statements at once, additional time to review the materials may be provided at the sole discretion of the investigator.

Before the Summary of Evidence is finalized, the parties will be given the opportunity to review the document. Parties must submit any comments about this summary to the investigator within five (5) calendar days of the date when it was provided.

Potential Outcomes of Investigation: No Charge Decision, Non-Hearing Resolution or Referral for a Hearing
Following an investigation, or possibly during the investigation in the event of a Non-Hearing Resolution or withdrawal of the complaint, the Title IX Coordinator will adopt one of the following options:

No Charge Decision
If the Title IX Coordinator concludes that a reasonable Sexual Misconduct Review Panel could not find by a preponderance of the evidence that the alleged Prohibited Conduct occurred, no charge will be issued, and the Title IX Coordinator will issue an Outcome Letter. The Outcome Letter can be appealed pursuant to Section XI.

Non-Hearing Resolution
If the Title IX Coordinator concludes that a reasonable Sexual Misconduct Review Panel could find by a preponderance of the evidence that the alleged Prohibited Conduct occurred, but there is not a significant dispute among the parties and the Title IX Coordinator about the proper outcome of the matter (including administrative remedies and disciplinary sanctions), the Title IX Coordinator may suggest to the parties a resolution without a hearing. In no case shall the parties be required to engage in discussions together regarding a proposed resolution.

• A non-hearing resolution is not available if a party objects to such a resolution.

• A non-hearing resolution will result in an Outcome Letter.

• The administrative remedies and disciplinary sanctions will have the same force and effect as though they were imposed following a review panel.

• Non-hearing resolutions cannot be appealed.
Referral for a Review Panel

If the Title IX Coordinator concludes that a reasonable Sexual Misconduct Review Panel could find by a preponderance of the evidence that the alleged Prohibited Conduct occurred and that a non-hearing resolution is either not possible or not appropriate based on the investigation, the matter will be referred to a Review Panel for adjudication.

THE SEXUAL MISCONDUCT REVIEW PANEL

The Sexual Misconduct Review Panel is responsible for evaluating the information gathered by the investigator and determining whether a violation of this Policy occurred and the appropriate sanction(s).

Panel Composition

Each Sexual Misconduct Review Panel includes three members. Panel members may be members of the College and/or third-parties. All Panel members will receive appropriate training on the College Sexual Misconduct Policy and on Sexual Misconduct. Panel members will be determined by the Managing Coordinator, in conjunction with the Title IX Coordinator.

Challenging Panel Members

Either party may challenge a Panel member for an alleged lack of fairness or objectivity. A party challenging a Panel member must submit a written challenge to the Managing Coordinator stating with specificity the reasons for the challenge. The challenge must be submitted within forty-eight (48) hours after a party is notified of the names of the Panel members. The Title IX Coordinator will determine if a Panel Member needs to be replaced.

Panel Process

Each party will have the ability to provide a written statement and/or any materials that were unavailable during the investigation to the Panel no later than five (5) business days before the date the Panel is convened. It is important to note that any personally identifiable information and/or information that is irrelevant to the complaint, including information that is not permitted by law, will be redacted. Any materials that were previously submitted and determined to contain personally identifiable information and/or information that is irrelevant to the complaint, including information that is not permitted by law, will not be forwarded to the Panel for consideration. Similarly, the Panel will not consider information that a party failed to share with the investigator unless it was unavailable during the investigation.

The Panel will also be provided with the final Summary of Evidence and any other information gathered during the investigation that is not otherwise included in the Summary of Evidence (i.e. videos, recordings, etc).

The Panel may, in its sole discretion, request that both parties appear before the Panel to respond to any questions the Panel may have. If the Panel requests that the parties appear before the Panel to respond to questions, each party will have the opportunity to hear the other party’s statements to the Panel. If either party does not want to be in the same room with the other party, the parties may listen to one another’s statements to the panel via teleconference from another room. Parties called before the Panel have the right to be accompanied by a support advisor of their choice. The parties shall address the Panel and may not address one another directly. However, a party may request that the Panel pose additional questions to the other party. In these cases, the parties will be provided with the opportunity to formulate their questions for submission to the Panel who will determine, in its sole discretion, whether to ask the questions requested.
Other than the parties, and absent extraordinary circumstances, no other witnesses may be called to appear before the Panel.

New or additional information will not be accepted or considered by the Panel unless that information was unavailable prior to the submission of materials and written statements to the Panel by the parties. If additional information is accepted or considered by the Panel, any such information will be provided to both parties for review at the Panel meeting. The parties will be given adequate time to review the additional information (which will depend on the scope and subject matter of the additional information) and may challenge or respond to the additional information through a statement to the Panel. The Panel may, at its sole discretion, request that additional materials and/or documents be collected prior to determining if a violation of this Policy occurred.

The proceedings of all Panels will be audio recorded.

**Determinations & Sanctions**

The deliberations of the Panel are private and closed to the parties and public.

The Panel shall determine whether a violation of this Policy occurred using the preponderance of the evidence standard. If the Panel determines that a violation has occurred, the Panel shall then determine the appropriate sanction(s). Members of the College community who are determined to have violated this Policy may be subject to sanctions depending on the nature and severity of the offense, regardless of whether the Sexual Misconduct is the subject of a criminal investigation or results in a criminal conviction.

The goal of sanctions is to (1) end the misconduct; (2) remedy its effects on the reporting party and/or the College community; and (3) take reasonable steps calculated to prevent its recurrence.

Sanctions for Sexual Misconduct may range from mandated education, a formal warning, probation, suspension, expulsion (for students), or corrective action up to and including termination (for employees).

Sanctions may also require that existing interim measures stay in place for a prescribed period of time. Likewise, sanctions may involve the imposition of new remedies, such as no contact orders, disciplinary probation, housing placement, or academic adjustments, based upon the facts developed during the investigation and the conclusions reached in the case.

Specific sanctions include, but are not limited to: formal reprimand (to be included in the permanent record of the student or employee); expulsion from the dormitories (if the person is a student residing on campus); suspension or expulsion from the College, with or without the refund of fees, in the case of students; suspension with or without pay or termination of employment, in the case of employees; commencement of procedures to terminate appointment by reason of “failure to perform teaching duties in a satisfactory manner” or for “moral turpitude,” as provided in Polity Article IV (6) (a) (i) and (ii), in the case of tutors; disciplinary probation; no-contact orders or prohibitions from entering certain parts of campus or attending campus events; and mandatory education on issues related to Sexual Misconduct, including, but not limited to, prevention and awareness, victims’ rights, and appropriate behaviors.

Upon a finding that a student is responsible for engaging in Rape as defined in III.P above, the Respondent will ordinarily be suspended for a minimum of two (2) calendar years, or a longer period.
up to and including expulsion, if one or more of the following factors are found by a preponderance of the evidence.

1. Proven history of prior Sexual Misconduct by the Respondent;

2. Whether the Respondent has a proven history of violating no contact orders or restraining orders;

3. Whether the Sexual Misconduct involved the use of physical force, including but not limited to restraining, strangling, hitting, punching, slapping, or kicking;

4. Whether the Sexual Misconduct involved the use of a weapon;

5. Whether the Respondent facilitated the Sexual Misconduct through the use of drugs, alcohol, or other intoxicants;

6. Whether the Sexual Misconduct occurred by knowingly taking advantage of the incapacitation of the Complainant;

7. Whether the Sexual Misconduct involved multiple victims;

8. Whether the Sexual Misconduct was committed by multiple individuals acting together;

9. Whether the Sexual Misconduct included the recording, photographing, transmitting, viewing, or distributing of intimate or sexual images without consent;

10. Whether the Respondent threatened violence against the Reporting Party, Complainant, or others.

Engaging in any other prohibited activity under this policy may result in a sanction greater than this minimum suspension period, even absent any of the factors noted above.

If either party (or their surrogates) is found to have engaged in Retaliation or Intimidation, they may be subject to sanctions beyond those articulated by the Panel by the Assistant Dean, Dean or Director of Personnel, depending on the nature and severity of the offense and the individual’s disciplinary record.

The Sexual Misconduct Review Panel will determine sanctions solely for the case being adjudicated under this Policy. Additional or more severe sanctions may be imposed by the Title IX Coordinator, Dean, Assistant Dean, or Director of Personnel/Human Resources for related violations and/or after a review of the disciplinary and/or employee file of the Responding Party.

Both the Complainant and the Respondent shall be notified in writing of the outcome of the investigation and the rationale of the Panel in reaching the outcome. The parties shall also be notified in writing of any sanction imposed on the Respondent as a result of a violation of this Policy.

The Panel process ordinarily concludes within fifteen (15) days of the date the Panel is convened.

Interim support measures put in place during the investigation may be continued or implemented as part of sanctions. Even if a Respondent is found not responsible, in the discretion of the Title IX Coordinator, support measures may remain in place depending on the circumstances.
Appeals
The Complainant and the Respondent have equal rights to an impartial appeal. Appeals shall be limited to the following grounds:

- There was a material deviation from the procedures that affected the outcome of the process;
- There is new and relevant information that was unavailable, with reasonable diligence and effort that could materially affect the outcome.
- The sanction(s) was clearly inappropriate and/or disproportionate to the prohibited conduct for which the respondent was found in violation.

Generally, the original decision, including sanctions, remains in effect throughout the appeal period.

Both the Complainant and the Respondent will have five (5) business days from written notification of an outcome to submit a written appeal to the Title IX Coordinator. If the Title IX Coordinator receives no timely appeals, both parties will be notified that the original decision stands.

If and when the Title IX Coordinator receives a timely appeal, the appeal will be shared with the non-appealing party who may, but need not, provide a written response within five (5) business days of receiving a copy of the appeal. This response is a right, but not a requirement. The decision by a party not to respond to the other party’s appeal does not indicate agreement with that appeal.

For cases adjudicated on the Santa Fe Campus, the person reading the appeal (Appeal Officer) will be the Director of Personnel on the Annapolis Campus. For cases adjudicated on the Annapolis Campus, the Appeal Officer will be the Director of Human Resources on the Santa Fe Campus. Parties will not meet with the Appeal Officer and should not communicate with them directly. The appeals process is conducted in writing through the Title IX Coordinator. Therefore, when submitting documents in the appeal process, parties should include any and all information they would like to have considered.

The Appeal Officer will evaluate the appeal based on the record considered by the Panel. Any information or materials that were previously submitted and determined to contain personally identifiable information and/or information that is irrelevant to the complaint, including information that is not permitted by law and character evidence, will not be considered by the Appeal Officer.

The Appeal Officer is not expected to conduct a full review of the case. This is not an opportunity for the Appeal Officer to substitute their judgment for that of the Panel. Rather, they may only make changes to the original outcome when at least one of the specified grounds for appeal is met. The changes made should directly pertain to the appeal grounds that were met.

The Appeal Officer may a) determine that no grounds for appeal have been met; thus, the original decision stands; b) determine that grounds for appeal have been met, and choose to remand the matter back to the Panel to address the appealed aspects of the case; or c) may make a new finding of fact, finding of responsibility, and/or (as appropriate) sanction(s). The Appeal Officer’s decision will be made based on the preponderance of the evidence standard. The Officer’s decision is final, and no further appeal is permitted.
Absent unusual circumstances, the Title IX Coordinator will provide the outcome of the appeal in writing to the Complainant and Respondent within fifteen (15) business days from the Appeal Officer’s receipt of the appeal.

Withdrawal from St. John’s College with Charges Pending
If a student Respondent withdraws from St. John’s College while any aspect of this Policy is in progress, and before any findings have been made, the Respondent’s academic file will include a letter from the Title IX Coordinator reflecting that the student withdrew pending an investigation of disciplinary charges. If a student Respondent withdraws after an investigation found that person responsible for violating the Policy, but before a sanction was implemented, the student’s academic file will include a letter from the Title IX Coordinator reflecting that the student withdrew pending disciplinary sanctions. Should a student decide to withdraw and not participate in the investigation or Panel, St. John’s College may opt to proceed without the student to a reasonable resolution and the student will not be permitted to return unless all sanctions have been satisfied.

Should an employee Respondent decide to resign or otherwise leave the College and not participate in the investigation, St. John’s College may opt to proceed with the investigation without the employee to a reasonable resolution and the employee may not be permitted to reapply for employment or to otherwise participate in the St. John’s College community if a policy violation is found or if the investigation is impeded or impossible due to the employee’s lack of participation.

Reinstatement of Students After Disciplinary Suspension for Any Sexual Misconduct
Any reinstatement following a period of suspension for any violation is conditional. Students who wish to return to St. John’s College following a term of disciplinary suspension for Sexual Misconduct must demonstrate that they are prepared to return to the College and meet behavioral expectations. Reinstatement is not automatic.

Students who request to be reinstated following disciplinary suspension for Sexual Misconduct must obtain clearance from the Title IX Coordinator and the Assistant Dean on the campus where they were last enrolled. Such requests must be submitted in writing at least eight (8) weeks prior to the beginning of the semester.

Any student who has outstanding sanctions must complete them prior to reinstatement. Students who are being reinstated after suspension for Sexual Misconduct will have the following requirements:

- **Disciplinary probation**: Students who are reinstated after suspension will be placed on disciplinary probation for the remainder of their time at St. John College. Students on disciplinary probation are restricted from certain leadership positions/opportunities within the College. Students who violate any policies of the College or exhibit behavior prohibited by the College may face more serious disciplinary sanctions, including immediate dismissal from the College with no reimbursement of fees or tuition.

- **Academic work**: Any academic work completed elsewhere during the term of suspension will not be transferred into St. John’s College.

- **Proof of good standing**: If a student has attended another institution of higher learning during the period of suspension, they will be required to provide (1) proof of good
disciplinary standing from each institution attended; (2) a copy of their student conduct record from each institution attended.

- **Financial aid/scholarships**: Students who are seeking reinstatement from suspension must work with the Financial Aid Office to determine, what, if any, impact their suspension may have on any scholarship or financial aid.

- **Complaints of sexual misconduct**: Prior to reinstatement, a student must notify the College if they have been the subject of any complaints of sexual misconduct during the period of suspension, whether at an educational institution, through law enforcement, employment, or otherwise. Failure to notify the College of any complaints of Sexual Misconduct will result in immediate expulsion should such complaints later come to light.

- **Re-entry meeting**: Students applying for reinstatement must schedule a meeting with the Title IX Coordinator and the Assistant Dean prior to the desired term of re-enrollment to review the student’s progress, assess readiness to return, and discuss expectations for re-entry.

- **Check In**: Depending on the circumstances, the Title IX Coordinator and/or Assistant Dean may require the returning student to check in periodically to assess the student’s transition and compliance.

If at the time of reinstatement the Complainant is still an enrolled student, the Title IX Coordinator or Deputy Title IX Coordinator will promptly notify the Complainant (1) if the Respondent requests reinstatement following a period of suspension for Sexual Misconduct; (2) of the reinstatement decision; and (3) when the Respondent is expected to return to campus.

The Title IX Coordinator or Deputy Title IX Coordinator will be available to meet with the Complainant prior to the student’s reinstatement to discuss whether accommodations are required.

The processes and potential for accommodations outlined in this section may differ depending on the wishes of the Complainant concerning receipt of such notifications and the then-current status of the Complainant (i.e., whether or not they remain affiliated with St. John’s College) which may affect the ability to implement certain accommodations.

**Sex Offender Registry**

In October of 2000, Congress amended the Clery Act (formally known as the Campus Safety and Security Act) in order to help protect campus communities from known sex offenders. These amendments, known collectively as the Campus Sex Crimes Prevention Act, took effect October 28, 2002. One of these amendments requires institutions of higher learning to include in their annual security reports a statement that advises the campus community as to where law enforcement agency information concerning registered sex offenders may be obtained.

As the local police authority, SFPD is the contact agency for questions relating to our local sex offender registry. Community members may also access the New Mexico State Sexual Offender Registry at the following web address:

[nationalsexoffenderregistry.com/2013/01/nm_15.html](http://nationalsexoffenderregistry.com/2013/01/nm_15.html)
Program Participation Agreement

According to our sexual misconduct policy, both the reporting and responding parties shall be notified in writing of the outcome of the sexual misconduct investigation, including any sanction imposed on the responding party as a result of a violation of this policy.

Drug and Alcohol Policies and Resources

St. John’s College has regulations pertaining to the possession, use, and distribution of intoxicating beverages and illegal drugs; these policies are fully outlined in the student handbook. Each student is required to carefully review these policies as well as the disciplinary penalties for violating them. The latest version of the Student Handbook can be found at the sjc.edu website:
sjc.edu/application/files/6415/6563/2669/Santa_Fe_Student_Handbook.pdf

Alcohol Policy

The responsible use of alcohol at St. John’s College must be a concern of all segments of the college community. The college recognizes that alcohol is a drug and can impair judgment, cause depression, become addictive, and otherwise interfere with effective functioning.

The college, therefore, makes every effort to inform students of the risks associated with its use. If a case of alcohol dependency is suspected, the individual concerned is strongly urged to seek professional help. A list of crisis hotlines and 12-step programs, as well as risks associated with alcohol/substance abuse, appear in the Drug Abuse Prevention Program section located in Appendix D, on page 163 of the student handbook.

Attempts to prevent alcohol-related accidents and encourage the responsible use of alcohol are considered to be an obligation of friendship among members of the college community.

The college is committed to the observance of the New Mexico law on the consumption and distribution of alcohol. As a recipient of federal funds, the college is required to certify that we have adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. Failure to comply could mean the loss of all federal funding for the college. Personal and institutional liabilities are also a continuing concern.

Alcoholic beverages may not be sold or served on campus property, even under the guise of a coupon or donation scheme, by anyone other than a licensed dispenser. Students and their guests are not permitted to bring alcohol into college sponsored events.

It is illegal in New Mexico to have open containers of alcohol in a moving vehicle. Violation of this provision in a college-owned vehicle puts the college at substantial risk and is considered to be a particularly serious violation of the alcohol policy.

Outings sponsored by the Athletics and Outdoor Programs Offices are governed by the relevant provisions of this policy, even though such outings might not be held on college property. Refusal to cooperate with officers or representatives of the Athletics and Outdoor Programs Offices shall entail disciplinary action to be determined by the executive director of campus health and wellness.

No beer kegs are allowed anywhere on campus except with the permission of the president, the dean, the executive director of campus health and wellness, or the associate dean.
If college officials, including public safety officers, have reason to suspect that any of these provisions is being violated in a dormitory or any other unauthorized place on college property, they shall have the authority to enter dormitories and private dwellings to investigate accordingly and to report their findings to the public safety manager and the executive director of campus health and wellness.

Public safety will issue tickets and fines for violation of college alcohol policy. Penalties are imposed for violating the alcohol policy, rising in severity if the violation is repeated. The fine for a first offense will fall in the $200 - $300 range, for a second offense the fine will be increased up to and including possible dismissal from the college.

With these concerns in mind the college has adopted the following policies:

- **Age:** Alcohol may be consumed on-campus only by those at least 21 years of age. In New Mexico it is a 4th degree felony to serve alcohol to anyone under 21. **Anyone organizing or conducting an event at which alcohol is sold or served to minors may be subject to disciplinary action up to and including dismissal from the college.** The college does not condone the consumption of alcohol by those who are not of legal age. Students who are minors have the responsibility to refuse alcoholic beverages offered them.

- **Appropriate Occasions and Locations:** Alcoholic beverages may be consumed in moderation only by those of legal age in dormitory rooms and in the **lower portion only** of upper and lower common rooms and the adjacent courtyards. On weekdays, however, alcoholic beverages may be consumed in these locations only after noon. In addition, alcoholic beverages may be consumed in moderation only by those who are 21 or over at the few events hosted or co-hosted by the college itself, such as the president’s dinner for seniors. **Alcoholic beverages may not be consumed in academic buildings, Peterson Student Center, the Student Activities Center, Chamisa or the playing fields,** unless it is done in conjunction with an approved event or other public event hosted or co-hosted by the college.

**Guidelines for Events Where Alcohol Is Present**

All events that plan on having alcohol must inform the executive director of campus health and wellness when the student activity contract is submitted (see “Events” page 53). These events are subject to the following rules:

- **Limits:** For events where alcohol is permitted, there shall be no more than one keg every two hours. No hard alcohol is permitted without special permission from the executive director of campus health and wellness. **Reality is subject to the following restrictions:** A maximum of six kegs on Friday, and twelve on Saturday; no alcohol service on Sunday. Because they begin late at night, the Senior Essay Writing Party and Senior Prank are allowed only one keg each. **Absolutely no alcohol is allowed in the seminars during Senior Prank.**

- **Identification:** Anyone of legal age who wishes to drink at approved college functions must wear a wristband. Wristbands are given by a certified bartender who has confirmed by valid identification that the person is 21 years of age or older. Anyone found drinking without a wristband is subject to fines.

- **Bartenders, event hosts and senior residents will ensure that alcohol is served only to those of legal drinking age.**
• End Time: The bar will stop serving at 12:00 a.m. The senior residents and public safety will enforce this.

• Each event is required to have student hosts on alcohol patrol. Their job is to ensure that no alcohol is brought into the event and to assist the senior residents. Violations are to be reported to public safety. Members of the alcohol patrol may be fined for blatant disregard of their duties.

**Illegal Drugs**

The college regards a student’s enrollment as a commitment not to use illegal drugs. In our policies on student use of illicit drugs, the college must abide by the law while at the same time encourage students to seek help regarding personal problems of abuse or addiction. The college mental health therapists and the college nurse practitioner and physician are available for counseling and/or referral to community agencies and programs for those who wish information, advice, or counseling on problems of substance abuse or addiction. Such consultations would, of course, be confidential. (The confidentiality of informal counseling is not protected by law.)

Credible reports of a violation on campus of federal, state, or local laws concerning illegal substances, made to college officials outside the confidential therapeutic or medical relationship, shall be investigated at once by the college. Such investigation may involve inspecting the student’s on-campus residential premises and any personal belongings, baggage, or containers located on the premises, including but not limited to sealed or locked containers and vehicles. Students found violating those laws are subject to immediate dismissal without refund of fees. Any illegal drugs or drug-related paraphernalia discovered during the investigation shall be turned over to local law enforcement officers, with whom the college will cooperate in their investigation.

Our first objective is the safety of our students, and we do not want the fear of disciplinary action to deter students from seeking professional medical help for themselves or on behalf of another student. Seeking help will not be a cause in itself for a student to be disciplined. Even so, disciplinary action will be taken for violations that would be punished regardless of the presence of drugs or alcohol, such as assault or vandalism.

Names and telephone numbers of agencies and treatment programs are listed in Appendix D on page 163 of the student handbook.

**Missing Student Procedures**

Persons reporting missing students may make their first contact with the SJC public safety. Said reports may come from parents, fellow students, tutors, resident assistants, or others. Regardless of the source or the office contacted first, the department of public safety will be immediately notified of all missing-student reports.

If the student resides in an on-campus student housing facility and is determined missing for 24 hours, the following steps should be taken immediately:

• If the student has designated a missing person contact, notify that contact person within 24 hours.
• If the student is under 18 years of age and is not emancipated, notify the student’s custodial parent or guardian and any other designated contact person within 24 hours.

• Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, public safety will inform the local law enforcement agency that the student is missing within 24 hours of initial report.

Public safety personnel will interview any members of the community who might have information about the missing student’s whereabouts. Such interviewees may include, but will not be limited to, resident assistants, faculty and staff members, roommates, friends, and family members. Particular attention will be given to possible locations of the missing student and his/her most recent mental state and/or personal problems. SJC public safety reserves the right to enter student rooms in search of missing persons.

SJC public safety personnel will determine the last campus access card transaction completed by the student in question and request to be alerted to any further transactions that are attempted.

All missing student reports must be relayed promptly to both the director of SJC public safety, the assistant dean's office and the executive director of campus health and wellness office. Periodic updates should be given to all areas. The director of public safety will determine which other college officials need to be notified. The local police authorities will be regularly updated on the progress of the investigation and may become involved at their discretion. If it is determined by the local police or SJC public safety that the entire college community is at risk, SJC public safety will be responsible for communicating that danger to the campus via any medium that the director public safety shall deem appropriate.

After the situation is resolved, the director should prepare a detailed report to be provided to both the municipal authorities, the assistant dean and the executive director of campus health and wellness.

**Emergency Operations Plan**

In the event of a serious incident that poses an immediate threat to members of the college community, all emergency procedures and policies are contained in the Emergency Operations Plan, which is reviewed annually and available to all staff and members of the community on request from the Director of Public Safety. For notifications, the college has contracted with e2 campus communication and ALERTUS desktop communications for communicating emergency information quickly to the entire campus.

The campus emergency alert system is composed of a siren warning system in conjunction with text, e-mail and desktop notification. The siren issues a warning to provide notice to the community that an emergency situation exists. Upon confirmation by public safety of a significant emergency or dangerous situation that threatens the health or safety of the community, an immediate notification may be sent via the E2 system to cell phones and e-mail, computer desktop screens and a mass on-campus voicemail. The E2 Campus emergency alert system is Opt-out for all current students.

Serious threats warranting E2 messaging may include weather, health, or personal safety situations. Based on the nature of the emergency the responsibility for assessing the severity of the threat begins with public safety. Upon a determination that a significant or continuing threat exists, the director of public safety or the executive director of health and wellness should promptly make a decision
regarding emergency notification and determine the appropriate segment(s) to receive the message (if the emergency is isolated to a particular section of campus.)

**Timely Warnings**

Timely warnings are typically issued for the following Uniform Crime Reporting crime classifications: major incidents of arson, aggravated assault, and criminal homicide, robbery, and sex offenses. Cases of assault and sex offenses are considered on a case by case basis, depending on the facts of the case and the information known by public safety and the executive director of health and wellness office. Again, all alerts are sent via the E2 Campus, the Alertus Desktop alerting systems and campus voicemail.

**Lockdown Procedure**

In some emergency situations, evacuating the building/facility is not preferable, and lockdown/shelter-in-place procedures are the best courses of action. A lockdown would typically be called for when some criminal element is threatening the campus, such as an active shooter or hostile intruder. If a lockdown or shelter-in-place command has been ordered, take the following actions:

- Stay inside the building you are in, even if you do not normally work or reside in that building.
- If you are in an outdoor location, proceed to the nearest building or other source of shelter.
- Close and lock exterior and interior doors to the greatest extent possible to maximize public safety. Also, close windows, blinds and drapes, and stay away from any objects that could fall or otherwise become projectiles. Block the doors if an active shooter situation exists.
- Terminate any on-going teaching activities (instruction, lab experiments, etc.), and turn-off all lighting, fans, fume hoods, and silence cell phones. Stay out of the line of sight from outside or hallways.

Be prepared to go to more secure locations, as directed by appropriate college personnel, and do not leave the building or secured area until and unless told to do so by authorities.
Hate Crime Statistics 2016–18

2016:
- 0 on-campus incidents characterized by gender or disability
- 0 on-campus incidents characterized by religion
- 0 on-campus incidents characterized by sexual orientation
- 0 on-campus incidents characterized by ethnicity or race

2017:
- 0 on-campus incidents characterized by gender or disability
- 0 on-campus incidents characterized by religion
- 0 on-campus incidents characterized by sexual orientation
- 0 on-campus incidents characterized by ethnicity or race

2018:
- 0 on-campus incidents characterized by gender or disability
- 0 on-campus incidents characterized by religion
- 0 on-campus incidents characterized by sexual orientation
- 0 on-campus incidents characterized by ethnicity or race

<table>
<thead>
<tr>
<th>VAWA Offenses Reporting Table 2016–18</th>
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<tbody>
<tr>
<td><strong>OFFENSE</strong></td>
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<tr>
<td>DOMESTIC VIOLENCE</td>
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<td>DATING VIOLENCE</td>
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<td>STALKING</td>
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<tr>
<td>ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC.</td>
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<td>ARRESTS: DRUG ABUSE VIOLATIONS</td>
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<td>ARRESTS: LIQUOR LAW VIOLATIONS</td>
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<td>MANSLAUGHTER BY NEGLIGENCE</td>
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<td>STATUTORY RAPE</td>
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<td>ARSON</td>
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*The 2017 Annual Safety and Security Report originally, on October 1, 2017, listed one (1) 2016 Burglary on Public Property. On October 27, 2017, that statistic was adjusted to zero (0), to agree with the Clery definition of Burglary, which must be from a structure, because records from local law enforcement did not indicate a nearby structure on public property.

Unfounded Crimes
2016: One unfounded crime.
2017: No unfounded crimes.
2018: Two unfounded crimes.
Fire Safety

Fire safety is one of the most important "safety" considerations on any college/university campus, in part because it is not just a minor program managed by a single administrative department. Rather, it is a complex system that concerns itself with the design and maintenance of the many structures that make up the college campus, as well as the behaviors of every student, employee, and visitor.

Smoke/Heat Detectors
These devices must be free to monitor ambient air conditions without obstruction. They should never be touched or tampered with, in a fashion that impairs their monitoring capabilities. Be careful when generating dusts (e.g.: vacuuming) or mists (e.g.: using hairspray or taking long showers) since detectors may interpret fine aerosols as smoke.

Sprinkler Systems/Heads
These devices—heads and associated piping—must not be obstructed in any fashion (like by hanging objects). Further, nothing should be stored (like boxes/papers on shelving) within 18” of a sprinkler head.

Fire Extinguishers
These devices must not be obstructed in any fashion (like by staged objects in front of cases, or on the extinguisher itself).

The second type of fire protection equipment maintained by college buildings includes those devices which serve to: 1) notify occupants that a potential fire/fire condition exists, 2) direct occupants to their evacuation routes, and 3) control the spread of the fire/fire conditions. These include fire alarm pull stations, audible/visual alarms, exit/egress signage, and fire/smoke doors.

Audible/Visual Fire Alarms
These devices must not be obstructed in any fashion (like by staged/hanging objects). Evacuate whenever the alarm system is initiated.

Fire Alarm Pull Stations/Panel
These devices must not be obstructed in any fashion (like by staged/hanging objects). Use the pull station if you see or suspect that there is a fire or fire condition, or in any other circumstance where emergency responders are needed, and other means of communication are unavailable.

Exit/Egress Signage
It is critically important (especially to those not familiar with a building) for exit/egress signage to be visible, unobstructed, and not tampered with, as they direct evacuating personnel to a means of egress.

Fire Doors
Fire doors are normally on self-closing devices, and they may or may not have magnetic hold open devices that keep the doors open during non-emergency conditions. You can also tell if your door is a fire door by a small metal template on the inside door jamb. Never prop or obstruct a fire door, thereby impairing its ability to close during a fire.
Smoke Doors
Unlike fire doors, smoke doors exist merely to minimize the spread of smoke during a fire. Smoke doors are usually signified by the presence of a self-closing device, and sometimes a magnetic hold open as well. Similar to fire doors, smoke doors may not be propped or otherwise obstructed from closing.

Combustible/Other Storage Practices
Anything that can burn, from clothing to books to boxes on a shelf, is considered a combustible. While no one expects every dorm room, office space and storage area to be neat and completely devoid of “clutter” at all times, a number of practices routinely result in fire safety risk, as follows:

Office Practices
Offices which store combustible material (like paper work, books, boxes, etc.) beyond the capacity of existing shelving space risk citable fire safety violations if such practices would impede an occupant’s ability to evacuate in the event of a fire/alarm signal. Please minimize combustible storage on office floors, or find more suitable storage locations outside of your office.

Other Storage Practices
Miscellaneous materials, whether they are combustible or not, may never be stored in such a way as they obstruct or block an emergency exit or egress. Further, combustible materials may never be stored in mechanical spaces such as boiler rooms, electrical panel closets, and attics with air handling equipment/ductwork.

Electrical Power/Connection Equipment—Extension Cords
Light Duty Extension Cords
Light duty extension cords (typically yellow, white or brown) that are either single plug varieties or multi-plug adapters are forbidden on campus in any venue or location. It does not matter how long they are in use, or whether they are personally owned or owned by the college. Even if they only run a radio, they are a fire safety violation.

Heavy Duty Extension Cords
Heavy duty extension cords (typically orange or yellow) are permissible ONLY if they are for temporary purposes. Examples of approved uses of this type of cord are to run power tools or a fan to clean up a spill. It is not appropriate to use this type of cord for a computer workstation, desk lamp, TV or stereo equipment. These items are intended to be stationary, and the use of heavy duty cords in this manner will result in fire violation.

Protected Outlet Strips
Protected outlet strips (with “trip” breakers) are the only approved device to provide electrical connection power on a less than temporary basis. These devices should never be “piggy-backed” one to another, and care should be taken to ensure they are not overloaded. Only 1 outlet strip is permitted per duplex outlet. Outlet strips with 15-20 foot cords are available as needed.

Electrical Devices/Appliances
Electrical Devices
The following devices are restricted from use in living and working spaces, as specified:
• Small air conditioning units (unless specifically installed by B&G);
• Space heaters (again, unless specifically approved by B&G for a heat related problem associated with the facility/building);
• Electric blankets;
• Multi-plug adapters/gang boxes; and
• Specialty lighting, including halogen lights, lava lamps and sun/heat lamps.

Electrical Appliances (Related to Food Cooking/Cooling/Preparation):
All students and employees are encouraged to eat and/or prepare food in building/dormitory kitchenettes specifically designed for food preparation. The types of approved/unapproved devices in this category are dependent upon location, as follows:

Dorms and Administrative Buildings with Kitchenettes
Since these locations are “designed” for food cooking activities, the only additional electrical appliances that are approved for use (beyond those that are provided for and maintained by the college) include blenders, coffeemakers, griddles, popcorn poppers, toaster ovens, and toasters. These approved devices may only be used in the kitchenettes themselves.

Student Living Quarters and All Other Building/Facility Locations
The only other approved electrical appliances for locations without kitchenettes include small combination micro-fridges/microwaves, and coffeemakers/coffee pots with automatic shutoffs. These devices are approved since they are food “warming/cooling” appliances, as opposed to food cooking appliances.

Other Generally Approved Electrical Appliances (If UL Listed)
The following appliances/devices are generally approved is UL listed and used safely:

Radios, stereos, electric razors, small portable televisions with self-contained antennas, personal computers with a rating of less than 200 watts, clocks, portable hair dryers, VCR/DVD players, fax machines, small fans and desk lamps. Electric hair curlers and hot combs should be used with caution (only one should be plugged in at a time).

Restricted Electrical Appliances Regardless of Location
The following appliances are restricted from use in any college dormitory, or academic/administrative facility whatsoever:

Broilers, crock pots, electric frying pans, griddles, heating coils, hot plates, large microwave ovens (over 1000 watts), large refrigerators, deep fryers and George Foreman grills.
Other Hazardous Articles/Materials

Restricted Hazardous Articles
The following hazardous articles are restricted from use/storage in all living and working spaces on campus:

- Candles or incense (whether lit or for decorative purposes only);
- Real Christmas trees;
- Holiday lights (the kind that can be plugged in); and
- Excessive combustible material (as per the above).

Restricted Hazardous Materials
Restricted hazardous materials generally include those materials which are flammable and/or explosive by their very nature, or are otherwise regulated by the NMFP fire code. The specific hazardous materials which are restricted from use/storage in all living and working spaces on campus include the following:

- Fireworks
- Firearm ammunition
- Flammable/combustible liquids associated with cooking/painting/fuels, such as gasoline, kerosene, propane, aerosol paint cans, paint thinner, varnish, sterno, and camping fuels;
- Propane/Charcoal Grills: Regarding propane or charcoal grills with attached propane tanks: Such devices are forbidden from being used or stored within any living/working space, or upon covered porches/balconies/patios

Smoking is prohibited inside all campus buildings/facilities by NM law.

Responses to Fire Alarms (In General)

Although the college spends considerable resources to maintain its fire detection and suppression equipment on campus, errant alarms will occur. They may be false alarms (where a detector or pull station is accidentally or purposefully activated), or they may be true alarms for errant reasons (where a smoke detector activates following exposure to steam).

While campus public safety and B&G work hard to minimize the number of false and errant alarms, it is very important for all students and employees to react to each and every fire alarm as if it’s the “real thing.” For fire alarms where the cause is not known, adhere to the guidance contained in this section. If the fire alarm is for a true fire or smoke condition, follow the guidance in the next section.

RAs and Students
RAs must communicate to the students they are advising as to where their respective “initial gathering points” are (Peterson Student Center or SAC) so that a common muster point is identified for accountability purposes.
Building Coordinators and Employees
Similarly, department directors should communicate to the employees they represent as to where their respective “initial gathering points” are so that a common muster point such as Peterson Student Center is identified for accountability purposes.

Smoking Policy
Smoking, defined as the burning of a lighted cigar, cigarette, pipe or e-device is not permitted in any campus facility or entranceway. This policy applies to all student residences, including all rooms, lounges, and public spaces. Smoking is prohibited in all college buildings and facilities. Smokers must stay at least 25 feet from any building entrance or air intake manifold. Smoking is permitted only in designated smoking areas.

Open Flame
Sources of open flame such as lanterns and candles are not permitted in residence hall rooms at any time.

Students/Employees Occupying Spaces Other Than Where They Principally Live/Work
Faculty teaching classes of students, and faculty/administrators/staff supervising students or other employees, frequently perform such activities in buildings/facilities other than where all involved parties are principally accounted for as per the above. It is incumbent upon the employees in charge of the academic or administrative function to evacuate students to the building’s “initial gathering point” such as the Peterson Student Center and communicate the location accordingly to those students/employees in their care/supervision in an emergency.

Procedures for Students and Employees to Follow in Case of a Fire
Immediately report the fire to campus public safety—x 0 by on-campus phone, 984-6000 by cell phone—or activate a nearby fire alarm pull station if one is accessible.

Remain calm, turn lights on, and dress appropriately.

If your door is cool to the touch:

- First close any open windows in your room, then open door slowly.
- Evacuate the building via designated emergency egress routes. Do not use elevators!
- If there is smoke or heat, crawl on your hands and knees.
- Proceed to the INITIAL GATHERING POINT to await further instructions.

If door is warm, DO NOT OPEN IT!

- Seal the space under the door with a towel.
- Open window, hang a sheet or towel out of the window, and close it.
- Open window at regular intervals to announce your location, and then close it.
Student Housing Evacuation Procedures in Case of Fire
All dormitories evacuate to Peterson Student Center, unless that building is compromised. The gathering place if Peterson is compromised will be the Student Activity Center (SAC). Public safety will direct RAs and senior residents as to the appropriate gathering site.

Responsibility for Fire Safety
As communicated above, fire safety at St. John’s College is the responsibility of every student and employee. No single fire safety strategy is capable of eliminating every fire hazard. Only by a combination of design/engineering controls, safe working/learning/living practices, and appropriate student/employee behaviors, may the greater college community minimize its collective risks to fire hazards in the first place. Failure to follow the guidance contained in this document can put your lives and the lives of your fellow students and co-workers at risk.

Fire Statistics 2016–18

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<thead>
<tr>
<th>Year</th>
<th>2016</th>
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<tbody>
<tr>
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* Non-living quarters
** Grassfire-Unknown cause of ignition

Report a fire by dialing x 0 or call 911.